

**AGENDA
BOARD OF FINANCE
REGULAR MEETING
DECEMBER 28, 2020
7:00 p.m.**

The Board of Finance of the Town of Oxford will hold its regular meeting and will meet remotely on Monday, December 28, 2020 at 7:00 p.m. Physical attendance at the meeting is not permitted due to Covid-19 precautions. However, you can access the meeting by the following.

Meeting ID

Join Zoom Meeting

<https://us02web.zoom.us/j/81558605818?pwd=TVJwTUplbUFxL3BuVVZqNllpNzMvQT09>

Meeting ID: 815 5860 5818

Passcode: 418803

One tap mobile

+16465588656,,81558605818#,,,,*418803# US (New York)

+13017158592,,81558605818#,,,,*418803# US (Washington D.C)

Dial by your location

+1 646 558 8656 US (New York)

Meeting ID: 815 5860 5818

Passcode: 418803

- 1) Open Meeting & Roll Call
- 2) Pledge of Allegiance
- 3) Acceptance of Minutes
 - (a) October 26, 2020 Regular Meeting
- 4) Amendments to the Agenda
- 5) Audience of Citizens
- 6) Old Business

NONE
- 7) New Business
 - (a) Change Order on new Middle School
 - (b) Engineer for Sewer Pump Station at Woodruff Hill (info only)
 - (c) Update on Audit
- 8) Monthly Reports
 - a. Board of Finance Contingency activity report.

b. Tax Collector report November

9) Adjournment

Jack Kiley
Jack Kiley

Chairman, Board of Finance

MINUTES

BOARD OF FINANCE

REGULAR MEETING

Monday October 26th, 2020

Oxford Town Hall-7:00pm

Members Present: Chairman Jack Kiley, Sue Arpin, Dana Flach, Kathryn Dennen, Paula Jensen, Diane Soracco

Others Present: James Hliva (Finance Director), Kristyn Rosa (Administrative Assistant), George Temple (First Selectman), Ashley Schremmer (Tax Collector), Penelope Mudgett (Assessor). Present Via Zoom: Dr. Robert Miller (BOE), Dr. Jason McKinnon (BOE/Superintendent), Kathleen O'Neil (Grant Writer)

Call to order: 7:05 pm

Pledge of Allegiance

Moment of Silence in memory of Tom Kelly

3. Acceptance of Minutes

(a) July 27, 2020 Regular Meeting

Dana Flach made motion to accept the July 27, 2020 Regular meeting minutes. Sue Arpin seconded the motion. The motion carried, the vote went as follows; Ayes- Dana Flach, Kathryn Dennen, Jack Kiley, Sue Arpin, Paula Jensen. Abstain-Diane Soracco

(b) August 25, 2020 Special Meeting

Dana Flach made a motion to table August 25, 2020 Special Meeting minutes. The motion was seconded by Sue Arpin. The motion carried unanimously.

(c) September 28, 2020 Regular Meeting

Diane Soracco made a motion to accept the September 28, 2020 Regular Meeting minutes. The motion was seconded by Dana Flach. The motion carried, the vote went as follows; Ayes-Dana Flach, Sue Arpin, Kathryn Dennen, Jack Kiley, Paula Jensen. Abstain-Diane Soracco

4. Amendments to the Agenda

Jack Kiley made motion to add presentation by Dr. Robert Miller and Dr. Jason McKinnon of the Board of Education.

Jack Kiley made a motion for Board of Education to apply for the "Top School Security Prevention Grant 2020". The motion was seconded by Sue Arpin. The motion carried unanimously.

5. Audience of Citizens

None

6. Old Business

None

7. New Business

(a) Transfer request of \$11,000.00 from Finance Contingency for Engineering by the Grant Writer.

Dana Flach made motion to approve no more than \$6,000.00 for engineering from Finance Contingency. The motion was seconded by Sue Arpin. The motion carried unanimously.

(b) Approve budget and expenditure of Library "Everybody Learns Grant". Robbie Costigan spoke & explained they already received the grant which took care of the monies needed to purchase PPE for library. No action was necessary on the part of the Board of Finance.

(c) Approve transfer of \$24,326.50 for Legal services Assessor from Finance Contingency (possible executive session).

At 8:05pm Sue Arpin made motion to go into Executive Session to discuss transfer of \$24,326.50 to legal services-Assessor, from Finance Contingency. The motion was seconded by Dana Flach. The motion carried unanimously. The following people were present for the Executive Session: Jack Kiley, Dana Flach, Sue Arpin, Kathryn Dennen, Diane Soracco, Paula Jensen, Jim Hliva, First Selectman George Temple, Kristyn Rosa, Penelope Mudgett & Ashley Schremmer.

The Zoom meeting was shut down and Dawn Passerine (BOF Clerk) was asked to leave the building for the Executive Session.

At 8:40 pm Sue Arpin made a motion to come out of executive session. The motion was seconded by Dana Flach. The motion carried unanimously.

Dana Flach made a motion to approve transfer of \$24,326.50 out of Finance Contingency to legal services-Assessor. Kathryn Dennen seconded the motion. The motion carried unanimously.

(d) Discussion on Eversource Tax Refund

Ashley Schremmer and Jim Hliva made a presentation explaining why the refund had to be made. No action was necessary on the part of the Board of Finance.

8. Monthly Reports

a. Board of Finance Contingency activity report

Jim Hliva went over the contingency activity report. The Board discussed the report.

b. Tax Collector report for September

Ashley Schremmer went over Tax Collector report.

9. Adjournment: 8:52 PM

Sue Arpin made a motion to adjourn. Paula Jensen seconded the motion. The motion carried unanimously.

Respectfully Submitted,



Dawn Passerine, BOF Clerk

7 (c) & (d) notes as per Jim Hliva

20 OCT 27 PM 1:28
TOWN OF GERRARD, CT
Sue Arpin
TOWN CLERK



Office of the First Selectman

MEMORANDUM

DATE: November 19, 2020
TO: Jim Hliva, Finance Director
RE: Action Items

At the Board of Selectmen's meeting on 11/18/20 the Board moved the following:

- **Table** the Great Oak Middle School Evaluation & Improvement Committee Phase II Funding Request in the amount of \$8,028,183.
- Award the Town of Oxford's Electricity Supplier Bid to Constellation Energy for a Fixed All-In Price of 6.87 cents per kWh for a 36-month period.
- Award the Town of Oxford Financial Advisory Bid to Phoenix Advisors to act as the Town's Financial Advisors for bond and notes sales for a period of three (3) years, with the extension of an additional two (2) years by approval from the Board of Selectmen, and fees as in accordance with the RFP dated 11/13/20; as you presented and recommended.

/kmw

Selectman to sign said Agreement; all as in accordance with Connecticut's Governor Ned Lamont's Executive Order No. 7JJ, Paragraph 4.

This was seconded by Selectman Heather Haney. All 3 Ayes. Motion carries.

Discussion: Atty. Kevin Condon, Oxford Town Counsel, reviewed the agreement. He stated that the governor's executive order needed to be referenced in the motion. The Selectmen discussed the agreement and had no further questions.

4. STEAP Grant Woodruff Hill Industrial Park Sewerage Pump Station Project – Approve Engineer

MOTION:

Selectman Arnold Jensen moved to approve Nafis & Young Engineers, of Northford, as the STEAP Grant Woodruff Hill Industrial Park Sewerage Pump Station Project Engineer, at a rate of \$60.00 per hour not to exceed \$25,000.00 to be taken from the CPV Towantic, LLC Funding Agreement, and to authorize the First Selectman to sign their contract as presented. This was seconded by Selectman Heather Haney. This matter will be forwarded to the Board of Finance. All 3 Ayes. Motion carries.

Discussion: Moving forward with the pump station will allow the Town to market the Woodruff Hill Industrial Park lots. Atty. Kevin Condon, Town Counsel, discussed the industrial lots.

5. Oxford Middle School Outdoor Learning Pavilion Request – Approve Project and Funding

MOTION:

Selectman Arnold Jensen moved to approve funding for the Oxford Middle School, in an amount not to exceed \$135,000.00 as quoted by Coverworx Recreational Architecture of West Hartford, for the installation of two (2) pavilions (one on the concrete pad located outside the media center and the second outside the cafetorium). The cost of these two structures will be absorbed by the savings to the existing budget; all as presented and recommended by the Oxford Middle School Committee Chairman in his letter dated 10/30/20. This was seconded by Selectman Heather Haney. This matter will be forwarded to the Board of Finance. All 3 Ayes. Motion carries.

Discussion: Bob Slie, Oxford Middle School Committee, stated that the construction is \$3 Million under budget. He explained how the two areas will be used for outdoor education as well as school events and Town activities.

OXFORD SCHOOL BUILDING COMMITTEE

October 30, 2020

George R. Temple, First Selectman
Town of Oxford
486 Oxford Road, Oxford, CT 06478

Subject: OUTDOOR LEARNING PAVILIONS
Oxford Middle School at 40 Great Oak Road, Oxford, CT

Dear George,

I am writing on behalf of the Oxford Middle School Building Committee to respectfully request BOS approval for a direct purchase and installation of two outdoor learning pavilions at the new middle school.

The Corona Virus has changed much in our society including the delivery of educational services to all students. After much discussion with the school administration, the Oxford School Building Committee is proposing the creation of two outdoor learning pavilions to be used for additional learning spaces to provide instruction in a non-traditional setting. These open-air pavilions will supplement indoor classroom space and allow appropriate social distancing. These structures are designed to support creative teaching and authentic instruction well beyond the pandemic. They will also allow outdoor overflow space for school functions and community events from spring to autumn.


We are proposing the installation of two pavilions; one on the concrete pad located outside of the media center, and the second outside of the cafetorium. They each consist of a 24' x 45' canopy structure with a semi opaque/transparent plexiglass roof system supported by tubular steel columns. (See attachments)

Tecton Architects has been working with 'Coverworx Recreational Architecture' from West Hartford who will deliver a turn-key installation. Tecton has overseen the design process to insure that these structures are complimentary to the new building. Our Construction Manager, Gus Kotait, from O&G Industries has been helpful in the selection process.

Coverworx has provided us with a quote of \$131,000 for the two pavilions. Once all the details are worked out, we expect the final cost not to exceed \$135,000. Delivery and installation are expected to take 10 to 12 weeks from order to placement. We expect to have the structures ready for outdoor use by students and staff in the spring. The cost of these two structures will be absorbed by the savings to the existing budget.

The committee and its consultants are available to answer any questions you may have.

Sincerely,



Robert Slie-Committee Chair



Town of Oxford

S.B. CHURCH MEMORIAL TOWN HALL
486 OXFORD ROAD
OXFORD, CONNECTICUT 06478

WATER POLLUTION CONTROL AUTHORITY

November 19, 2020

George Temple, First Selectmen
Town of Oxford
486 Oxford Rd.
Oxford, CT 06478

Re: E Commerce Drive Pump Station.

Dear Mr. Temple:

At the WPCA's regular meeting on November 18, 2020 a motion was made passed in favor of the attached proposal from Nafis & Young Engineers. The proposal from Nafis & Young is in reference to the woodruff Hill industrial park, E commerce Drive pump station design and specifications.

This design specifications is the first part of the building of this pump station that is required for the town owned lots in the Woodruff hill industrial park. It's the opinion of the WPCA that the proposal from Nafis & Young is detailed and financially responsible proposal. It is the understanding of the authority that the funding for this engineering will come from funds that was provided from the Power Plant agreement. If you have any further questions don't hesitate to contact me

Sincerely,

Fred D'Amico
Chairman Oxford WPCA



NAFIS & YOUNG ENGINEERS, INC

CIVIL / ENVIRONMENTAL
ENGINEERING & SURVEYING

November 5, 2020

George Temple, First Selectman
Town of Oxford
486 Oxford Road
Oxford, CT 06478

Re: E Commerce Drive Pump Station

Dear Mr. Temple:

Nafis & Young Engineers, Inc. is pleased to submit this proposal to provide Engineering services to the Oxford Water Pollution Control Authority for the above referenced project. Below please find our proposed Scope of Services and Fee Proposal.

1. SCOPE AND DESCRIPTION OF SERVICES

NYE shall perform in a satisfactory and property manner, in accordance with standard practices as used in the industry, and as determined by the WPCA.

The project shall include: A sanitary sewer pump station located on E Commerce Drive.

A. SURVEYS

This work shall consist of the following:

Establishing horizontal and vertical control for construction documents, i.e. setting construction baseline and benchmarks.

Survey elevations of site, road and edges of travel-ways at the proposed pump station.

Survey elevations and sizes of storm drainage pipes and culvert crossings.

Locate utility evidence;

Prepare 1" = 40" scale worksheets on mylar showing all of the work performed in this section. These shall be available in digital format from CAD, in AUTOCAD.

B. SUBSURFACE EXPLORATIONS

1. Boring Program Setup and Contract Documents – prepare a test borings layout and requirements for use in evaluating subsurface conditions in the design of pumping station.
2. Test Boring Administration and Inspection – This work shall include reviewing bids supplied by the test boring contractors. NYE shall oversee the test boring program during work, and requests for payment. A resident inspector shall be present at all times during the making of borings and test pits to verify subsurface data recorded, maintain records of progress and work completed and insure adherence to the boring program and contract documents. The fee for this work shall not include the services of the boring contractor.
3. Wetland Flagging and Identification – Wetland flagging and report have been prepared for the Town of Oxford as part of the construction of E Commerce Drive. NYE shall use this information for preparation of construction plans. Meetings and site visits with the Oxford Inland Wetland Commission and shall be included in the project cost.

C. DESIGN

1. General – The work under this section shall consist of furnishing all of the work required for engineering design, preparation of contract drawings and documents and preparation of quantity takeoffs and cost estimates. The work's divided into the following four categories:
 - Alternative Analysis
 - Preliminary Design
 - Final Design
 - Contract Drawings and Documents

2. Preliminary Design – Upon approval of the proposed pumping station location and type NYE shall prepare the following:
 - 1" = 40' horizontal/1" = 4' vertical scale plan and profile drawings. Plan profile notes and geometry shall be added during final design;
 - Standard details and preliminary special details;
 - Pumping station site plans, detail plans and sections;
 - Cover sheet;
 - Preliminary technical specifications;
 - Preliminary quantity takeoff and cost estimate;
 - Copies of catalog cuts of recommended pumping equipment.

3. Final Design – NYE shall prepare final contract plans, contract documents, technical specifications and estimates following WPCA review of the preliminary submittal. Comments shall be addressed and changes made where deemed appropriate. The final design submittal shall include the following:
 - Final pumping station site layout plan, site grading plan, detailed plan section, piping layout, other necessary details, electrical/control layout plan and details and power writing diagram. Design of special building enclosures requiring architectural design is not included.
 - Legend and general notes plan;
 - General layout plan;
 - Cover Sheet;
 - Detailed quantity takeoff and construction cost estimate;
 - Contract Documents which include:
 - ⇒ Invitation to Bid – Instruction to Bidders
 - ⇒ General Specifications – General Conditions
 - ⇒ Special Conditions
 - ⇒ Bid Proposal to include unit price for each item of work

- ⇒ Standard Federal EEO Executive Orders
- ⇒ State Wage Rates
- ⇒ Change Order Forms
- ⇒ Non-Collusive Statement
- ⇒ Bid Bond, Performance Bond, Labor and Material Bond
- ⇒ Non-Discrimination
- ⇒ Technical Specifications

All drawings shall be prepared on reproducible mylar base and shall be released to the Town when the work is completed.

5. Contract Drawings and Documents – This phase shall consist of making final contract plan and contract document revisions based on review comments from the WPCA. NYE shall furnish the WPCA ten (10) complete sets of contract drawings and contract documents for bidding purposes.

D. BIDDING AND AWARD

1. Bidding and Award – NYE shall furnish the following:

- Prepare all necessary addenda;
- Receive and answer questions of potential bidders concerning contract documents;
- Attend bid openings;
- Review bids;
- Check bidders' qualifications;
- Make recommendations for award.

E. MEETINGS

1. NYE shall attend monthly Water Pollution Control Authority meetings and present Progress/Status Reports for each Contract.

F. CONSTRUCTION CONTRACT ADMINISTRATION AND INSPECTION

1. If authorized by the Town of Oxford, NYE shall provide Contract Administration and Inspection services. The scope and description of such services and compensation shall be agreed upon at the time of authorization.

2.0 WPCA RESPONSIBILITY

WPCA shall:

Place at NYE's disposal all available information pertinent to the project.

Compensate NYE as set forth in Section 3.0.

3.0 COMPENSATION

WPCA shall pay NYE for services rendered, as follows:

Fee will be billed at our standard hourly rate of \$60.00/hour not to exceed \$25,000.00

4.0 METHOD OF PAYMENT

All payments made pursuant to the Agreement shall be as follows:

NYE shall submit invoices on a monthly progress basis in a form acceptable to the WPCA.

WPCA shall remit payment of invoice to NYE within 30 days of approval of payment by the WPCA.

5.0 ADDRESSES

All notices given shall be mailed or delivered to the following addresses, or such other address as a party may designate in writing:

NOTICES TO WPCA:

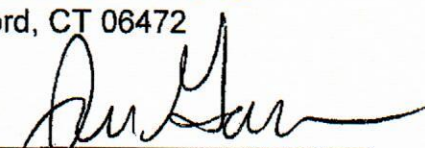
Mr. George Temple
First Selectman
486 Oxford Road
Oxford, CT 06478

By: _____

George Temple
First Selectman
Town of Oxford, CT

NOTICES TO NYE:

Mr. James H. Galligan, P.E.
Managing Principal
Nafis & Young Engineers, Inc.
1355 Middletown Avenue
Northford, CT 06472

By:  _____

James H. Galligan, P.E.
Managing Principal
Nafis & Young Engineers, Inc.

**TOWN OF OXFORD
 BOARD OF FINANCE CONTINGENCY
 ACCOUNT ANALYSIS
 6/30/2021
 December 28, 2020**

Balance per approved budget	300,000.00
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Department	Reason	Date Approved
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APPROVED TRANSFERS	-
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Approver Transfers	-
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PENDING TRANSFERS

Grant Writer	Grant Soft Costs	6,000.00
Town Attorney	Legal Fees	24,326.50

Total Pending transfers	30,326.50
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Contingency Balance including pending items	269,673.50
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**TOWN OF OXFORD
TAX COLLECTORS REPORT
October 31, 2020**

	ACTUAL	YEAR TO DATE	BUDGET	ACTUAL BILLINGS	PERCENT OF BUDGET COLLECTED	PERCENT OF ACTUAL BILLS COLLECTED
4000-401	149,254.84	20,465,804.52	36,839,135.00	37,108,010.00	55.55%	55.15%
4000-100-1	339,600.31	556,225.62	400,000.00			
4000-402	17,178.28	89,302.79	161,571.00			
4000-402	158.84	902.84				
4000-410	3.00	94.00	1,500.00			
SUB TOTAL ALL OTHER	356,940.43	646,525.25	563,071.00		114.82%	
4450-416	545.58	7,230.40	305,000.00			
4450-402	-	986.42				
4050-417	-	-	-			
SUB TOTAL SEWER	545.58	8,216.82	305,000.00		2.69%	
4500-443	11,730.00	11,730.00	67,970.00		17.26%	
TOTAL	518,470.85	21,132,276.59	37,775,176.00		55.94%	

NOTE: This report is gross cash collected. The actual percentage of collections will be lower due to refunds issued, overpayments that have not been returned to the taxpayers.

**TOWN OF OXFORD
TAX COLLECTORS REPORT
November 30, 2020**

	ACTUAL	YEAR TO DATE	BUDGET	ACTUAL BILLINGS	PERCENT OF BUDGET COLLECTED	PERCENT OF ACTUAL BILLS COLLECTED
4000-401	211,283.66	20,677,088.18	36,839,135.00	37,108,010.00	56.13%	55.72%
4000-100-1	16,720.25	572,945.87	400,000.00			
4000-402	12,035.15	101,337.94	161,571.00			
4000-402	65.00	967.84				
4000-410	7.00	101.00	1,500.00			
SUB TOTAL ALL OTHER	28,827.40	675,352.65	563,071.00		119.94%	
4450-416	952.93	8,183.33	305,000.00			
4450-402	55.59	1,042.01				
4050-417	-	-	-			
SUB TOTAL SEWER	1,008.52	9,225.34	305,000.00		3.02%	
4500-443	9,530.00	21,260.00	67,970.00		31.28%	
TOTAL	250,649.58	21,382,926.17	37,775,176.00		56.61%	

NOTE: This report is gross cash collected. The actual percentage of collections will be lower due to refunds issued, overpayments that have not been returned to the taxpayers.